



Town Council Agenda Report

SUBJECT: Resolution

CONTACT PERSON/NUMBER: Freda Gellerstein, Acting Human Resources Director
(954)797-1010

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR THE POSITION OF TOWN ENGINEER AND RECLASSIFYING THE POSITIONS OF ADMINISTRATIVE AIDE AND SPECIAL EVENTS COORDINATOR IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: Pursuant to a request from the Interim Town Administrator, the Town of Davie developed class specifications for the position of Town Engineer and reclassifications for the positions of Administrative Aide to Executive Assistant to the Town Administrator and Special Projects Coordinator to Special Projects Director and recommends pay grade assignments for the class specifications. The recommended pay grade for the Town Engineer is 533, (\$62,221-\$83,382), and the recommended pay grade for the reclassification of Executive Assistant to the Town Administrator is 528 (\$54,735 - \$73,350) and Special Projects Director is 532 (\$60,722 - \$81,374).

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: Additional salary for Executive Assistant to Town Administrator: \$5,463

Additional salary for Special Projects Director: \$13,574

Account Name: Departmental

RECOMMENDATION(S): Motion to approve the Resolution

Attachment(s): Resolution, Class Specifications

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR THE POSITION OF TOWN ENGINEER AND RECLASSIFYING THE POSITIONS OF ADMINISTRATIVE AIDE AND SPECIAL EVENTS COORDINATOR IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie developed a class specification and recommends a pay grade assignment for the position of Town Engineer; and

WHEREAS, the Town of Davie recommends the reclassification and pay grade assignment of the Administrative Aide to Executive Assistant to the Town Administrator and Special Projects Coordinator to Special Projects Director; and

WHEREAS, the Town has evaluated the class specifications for a Town Engineer and recommends it to be assigned to pay grade 533, and recommends the class specification of Executive Assistant to the Town Administrator to be assigned to pay grade 528 and Special Projects Director to be assigned to pay grade 532; and

WHEREAS, Town of Davie recommends that the Town Council adopt the class specification for Town Engineer and reclassification of Executive Assistant to the Town Administrator and Special Projects Director in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification for Town Engineer, pay grade 533, and reclassification for Executive Assistant to Town Administrator, pay grade 528, and reclassification of Special Projects Director, pay grade 532 is hereby created in the Non-Represented Pay and Classification Plan and attached hereto as Exhibits "A" and "B" and "C."

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2000.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2000.

CLASS SPECIFICATION

TOWN ENGINEER

GENERAL STATEMENT OF JOB

Under limited supervision, performs complex professional engineering work involving design, investigation, development and construction of public and private infrastructure systems and facilities. Is responsible for assigning and inspecting projects public and private that are under construction and ensuring existing facilities are maintained in accordance with the proper engineering practices and techniques. Provides professional review for plats, subdivisions and development plans while maintaining a comprehensive construction permitting and inspection program.. Reports to Town Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises the operations of the Engineering Department; assigns projects and establishes work schedules and training. Directs and supervises duties of assigned staff. Hires and participates in employee appraisal, disciplinary action, dismissal and advancement of employees.

Plans, organizes, assigns, directs, and reviews the activities of professional, technical, clerical, and consultant personnel engaged in the preparation of engineering reports and analysis, construction plans and specifications, and municipal project management.

Participates in the preparation and review of plans for proposed water supplies and sewer facilities to insure compliance with State, County and Town standards.

Anticipate community and department needs and prepare annual budgets and project proposals to maintain services consistent with regulatory and “Best Engineering Practice” standards.

Reviews site plans and plats for vehicular/pedestrian circulation elements and water, sewer and drainage construction plans.

Coordinates the preparation of reports and feasibility studies for water and sewer facilities. Assists in the development of programs for projects in the implementation of the regional master plan for sewage disposal.

Prepares studies relating to the movement of traffic on roads and streets.

Reviews and evaluates engineering drawings for certain building plans.

Inspects public works construction projects, including roads, bridges, canals and other drainage works, water supply and sewer systems, and land development projects.

Provides technical assistance to the Town Administrator and other Town departments.

Exhibit “A”

Interacts and communicates with various groups and individuals such as Town management, employees, Mayor, Town COUNCILMEMBER, developers, engineers, consultants and the public.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Civil Engineering or closely related discipline. Registration as a Professional Engineer in the State of Florida. Five (5) years progressively responsible engineering experience in the design and construction of highway, street, water distribution, waste water collection, or other public works projects; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including calculators, locators, transits, levels, vehicles, etc. Must be able to exert up to 25 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, budget reports, surveys, engineering plans and permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and

theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

MotorCoordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, various public works tools, and vehicles. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of hazards and safety precautions involved in water, waste water, paving, drainage and site development construction. Has considerable knowledge of the materials, methods, tools and equipment employed in building construction, maintenance and repair of roads and maintenance and repair of motorized vehicles. Has considerable knowledge of the proper operation of moderate to heavy equipment. Is able to plan and supervise the work of subordinates and instruct employees in proper work techniques. Is able to exercise initiative and independent judgment in dealing with major projects and in recognizing the need for and carrying out preventive maintenance and needed repairs to the department's equipment and vehicles. Is able to exercise tact and firmness in dealing with subordinate employees and the general public. Is able to express ideas orally and in writing. Is able to understand and follow oral and written instructions. Is able to maintain readiness to work on a 24-hour, call-in basis.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with minimum supervision and

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures accurately with minimum errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding

enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

DecisionMaking: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

EXECUTIVE ASSISTANT TO THE TOWN ADMINISTRATOR

GENERAL STATEMENT OF JOB

Under minimal supervision, performs highly responsible managerial and administrative work organizing, supervising and coordinating the operations of the Administration Department. Manages assigned department objectives or work initiated in anticipation of needs or problems at the request of the Town Administrator and/or Mayor and Councilmembers. Supervises support staff and provides administrative support to the Town Administrator. Work also involves coordinating select specialized activities/events for Council; provides technical assistance, administers various enhancement programs for the efficiency of the department. This position requires an individual who can work under stressful circumstances when fielding complaints or dealing with elements of a sensitive nature which requires confidentiality. Reports to the Town Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Manages and coordinates the administrative and operational activities of the Administration Department. Reports and carries out specific responsibilities initiated by the Town Administrator and/or Mayor and Town Council. Interacts with department directors and staff to coordinate, plan and implement administrative activities, projects and issues/events. Assists in identifying priorities in community needs, goals and objectives, and responds accordingly. Works independently under minimal supervision.

Professional liaison and administrative staff work in assisting the Town Administrator in formulating administrative principles, practices and policies and relieving the Town Administrator of a wide variety of administrative duties.

Gathers information, prepares reports, receives requests and complaints from public; performs organizational and procedural studies; initiates special research in needed areas; may attend commission meetings and/or other staff conferences; may represent Town Administrator at various meetings.

Works together with senior management in preparing resolutions, ordinances and other policy documents for consideration by appropriate governing bodies. Composes and types correspondence, reports, statements, manuscripts, letters, resolutions, proposals, forms and other materials into form from typed or handwritten copy or dictation, taking responsibility for spelling, punctuation, grammar and editing format. Arranges travel for Town Administrator pursuant to purchasing procedures.

Ability to understand and analyze oral or written statements concerning a variety of municipal problems and to discuss them with others to design a plan of resolution.

Directs correspondence to appropriate department head for handling or response. Follows up to make sure matter is resolved so no further problems result. Reads all published or printed material and brings articles of interest to Town Administrator's attention. Ensures Town Administrator's prompt response to correspondence, phone calls, requests, etc.

Exhibit "B"

Controls distribution of certain documents and other confidential communications. Assists in annual budget preparation. Keeps cognizant of the activities and daily work progress of all departments and briefs or calls to the attention of the Town Administrator priority items requiring special attention.

Supervises Administration Department clerical personnel and/or internship program, interviewing applicants assigning and monitoring work. Administers or makes recommendations for routine personnel matters affecting subordinates, including interviewing applicants, hiring, assigning, scheduling, recommending promotions, assisting in the evaluation of job performance of support staff, disciplining and terminating within the administration department.

Receives and investigates/screens, routes and troubleshoots all incoming calls to Town Administrator and/or Councilmembers regarding citizen complaints including recycling and cable franchise complaints, referring to Town Administrator as necessary. Answers inquiries when able. Supervises the complaint program to ensure all complaints are addressed and resolved in a timely manner. Demonstrates high level of customer service at all times.

Oversees maintenance of department filing system, maintains files regarding active projects for the Town Administrator, updates files as necessary, archives data for budget preparation and periodically updates system. Inputs the operating budget for each fiscal year, including goals and objectives of the elected officials. Maintains appointment calendar; coordinates and maintains record of travel expenses.

Serves as professional liaison between Town Administrator and public officials, department heads and news media. Communicates direction from Town Administrator. Maintains cooperative working relations with all Town departments, elected and appointed officials, the public and governmental agencies.

Coordinates and directs preparations of special research, written plans and other relevant matters to aid in policymaking and decisions of higher management. May do independent research on assigned topics and prepare reports for Town Administrator for distribution. May work with Town Attorney on certain agenda items, legal issues and personnel matters. Directs operating practices of the department and determines revision of established practices and creation of new practices in order to improve work flow, simplify reporting or implement cost reduction.

Interacts and communicates with the Town Administrator, elected officials, other commission/committee members, departmental directors and employees, developers, attorneys, consultants, county personnel, other government agencies and external organizations, sales representatives, and the general public. Establishes and cultivates working relationships with governmental agencies, civic organizations, news media, public utilities, schools, etc.

Serves as computer liaison for the department, reviews new software and suggests updates when necessary. Gives technical assistance and gathers a variety of information utilizing knowledge of programs and procedures on software. Offers assistance and training to other departments as well.

Makes logistical arrangements for major and minor meetings, attends meeting and prepares agenda for administrative meetings, prepares minutes or takes notes as necessary. Attends conferences, hearings, advisory committees, council meetings, special meetings and/or workshops upon request.

Processes insurance claims and serves as the Insurance representative for department. Advises staff of any changes in current health plan. Safety representative for the administration department. Representative on various in-house committees (employee recognition, money management, etc.)

Coordinates and participates in special events, town ceremonies and projects as directed by Town Administrator. Organizes fund raising committees to help raise money for special events as directed by Town Administrator and/or elected officials.

Designs and produces mechanicals for ads, brochures and town materials of a complex nature when requested. Responsible for redesigning town logo and other specialty items (belt buckle) to enhance public relations/advertisement.

ADDITIONAL JOB FUNCTIONS

Oversees and signs off on payroll process for the department. Coordinates and approves time off among employees of the administration department.

Attends seminars for professional development.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college level course work in secretarial science, business administration or a related field and 3 to 5 years of progressively responsible experience in secretarial and administrative work preferably in a government environment. A Bachelor's Degree in Business Administration, Public Administration, or a related field and two (2) years of responsible administrative experience can substitute for the aforementioned experience requirement. Experience equal to 1 to 2 years in the operation of computer driven word processing spreadsheet and file maintenance programs preferred; or an equivalent combination of training and experience which provides the required skills, knowledge and abilities. Functional knowledge of all town operations as related to assisting officials and general public seeking direction and solution to special problems. Holds or is able to acquire certification by the State of Florida as Notary Public.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including a typewriter, calculator, copier, facsimile machine, etc. Must be able to exert up to 10 pounds of force occasionally, and up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work, but position may require walking or standing to a significant degree.

Data Conception: Requires the ability to compare or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors and delegating to subordinates when appropriate.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, studies and finance audit reports, procedural manuals, computer printouts, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or rational thinking to define problems, collect data, establish facts, and draw valid conclusion, plan and develop procedures, learn and evaluate information, and make some individual judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas to add and subtract, multiply and divide, or utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress or in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of principals, practices and procedures of the organization and function of the Administration Department. Has considerable knowledge of Town and departmental rules, regulations, policies, procedures, laws and ordinances and the ability to interpret them. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has considerable knowledge of the principles and practices of modern office management including a knowledge of popular computer driven word processing, spreadsheet, and file maintenance programs. Has considerable knowledge of arithmetic, spelling, grammar, punctuation, and vocabulary. Has some knowledge of the principles of supervision, organization and administration. Is skilled in organizing work flow and coordinating activities. Is skilled in the operation of a typewriter or computer-driven data entry equipment. Is able to organize and manage assigned operations of the department. Is able to research problems and find solutions independently, in accordance with laws, regulations and Town policies and procedures. Is able to communicate effectively in oral and written form. Is able to supervise and coordinate the work of others. Is able to deal tactfully and effectively with public officials, co-workers, and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is able to develop and modify work procedures, methods and processes to improve efficiency. Is able to maintain complex records. Is able to compose effective correspondence. Is able to establish and maintain effective working relationships with elected and appointed officials, private citizens and citizen groups and other town officials.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to

Relationships with Others: Shares knowledge with supervisors and staff for mutual Town benefit (i.e. Computer knowledge). Contribute to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Town Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes work and that of subordinate staff well. Ensures staff members know what results are expected of them and they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other staff members to select and recommend employment of personnel for the department, who are qualified to meet the needs of the department. Oversees the development and training of personnel.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear understanding of Town policies. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from support staff.

continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Recognizes and understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

CLASS SPECIFICATION

SPECIAL PROJECTS DIRECTOR

GENERAL STATEMENT OF JOB

Under general supervision, performs planning, administrative and supervisory work in the direction of the Special Projects Department, which includes Rodeo Grounds development and maintenance, and event programming. Employee is responsible for the administration of comprehensive programs for the entire Town within budgetary limitations, including the management and control of all properties assigned to the Department, and supervision of a professional and administrative staff. Reports to the Town Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans and directs the operations of the Special Projects Department within budgetary limitations and in consideration of requests, displayed interests and full utilization of available facilities; visits events and facilities to ensure proper maintenance and operations; directs studies and surveys to determine utilization and effectiveness of facilities, equipment, personnel, and programs and services; develops plans to meet current and anticipated needs for programs, services, facilities, etc.

Directs preparation of Department budget proposals, including annual operations budgets and five-year capital outlay plans, and submits to Finance Director and Town Administrator; directs and supervises expenditure of funds; evaluates development opportunities for open space and park land, and makes appropriate recommendations to Town management; coordinates capital improvement projects, reviewing architectural and engineering plans, preparing bid specifications, reviewing bids, and meeting with bidders and contractors.

Assigns, directs and supervises a professional, administrative, technical and clerical staff through direct or delegated supervision of various programs, ensuring adherence to established policies, procedures, programs and standards; oversees contracted services and service vendors, ensuring adherence to established scope of work and quality standards; reviews, develops and implements policies and procedures, as necessary, to improve Department efficiency; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Administers routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Town management; assists in collective bargaining negotiations on behalf of Town management, and conducts grievance hearings.

Directs risk management program for facilities and programs, evaluating exposure and determining proper mitigation strategies; directs activities of staff and contracted security personnel assigned to Department programs.

Exhibit "C"

SPECIAL PROJECTS DIRECTOR

Page Two

Supervises issuance of facility permits, provision of classroom instruction and use of facilities by general public;

Directs departmental public relations and publicity programs to promote use and facilitate positive public image of Department facilities, programs and personnel; initiates and promotes new recreational programs through various communication media and before various community groups.

Attends meetings of Town Council, department heads, various supervisory and advisory boards, agencies, community groups, etc., ascertaining concerns of officials and public, responding to inquiries, and providing input based on knowledge and experience in community and leisure services issues; advises Town Administrator and elected officials about Department projects and programs, providing verbal and/or written reports as appropriate.

Researches, coordinates and prepares grant proposals for available government and private funding for various programs and projects to be administered by the Department; administers grant appropriations, maintaining records and preparing reports for submission as required by funding authorities; maintains files of grant sources and supporting data.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in leisure services, recreation administration, or a closely related field, with a master's degree preferred, and 6 to 9 years of administrative or managerial experience in public parks and recreation work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of a valid Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, calculators, copiers, drafting tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 30 pounds of force occasionally, and/or 15 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Light to Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

SPECIAL PROJECTS DIRECTOR

Page Three

Language Ability: Requires the ability to read a variety of correspondence, reports, budgets, contracts, specifications, forms, etc. Requires the ability to prepare correspondence, reports, forms, budgets, contracts, specifications, personnel records, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, mechanical and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the philosophy and objectives of public recreation and parks design and maintenance. Has thorough knowledge of the standard resources, materials, practices and facilities utilized in a comprehensive parks and recreation, and open-space planning program. Has thorough knowledge of the facilities and equipment needed in a broad recreation program, and the proper arrangement of parks and other recreational areas. Has thorough knowledge of the principles of supervision, organization and administration. Has thorough knowledge of current literature, trends and developments in the field of parks and recreation development. Has considerable knowledge of a variety of recreational interests and activities of the various age groups in the community. Has considerable knowledge of the financing sources and programs available through state and federal funding agencies for recreational programs, and of the requirements and standards for obtaining and retaining state and federally funded programs. Has general knowledge of the requirements, policies and procedures of various media outlets necessary for promotional activities. Is able to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs. Is able to plan, direct and coordinate the work of a large, diverse subordinate staff. Is able to

SPECIAL PROJECTS DIRECTOR

Page Four

develop and implement a comprehensive parks and recreation program. Is able to express ideas effectively orally and in writing. Is able to make oral presentations before large groups of people. Is able to work in a consulting capacity with public officials at various levels of authority and influence. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work

accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Town Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

SPECIAL PROJECTS DIRECTOR

Page Five

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action

objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.